



**California Emergency Management Agency**  
**Public Safety and Victim Services Programs**  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9200



August 6, 2010

Maricela Rios-Faust  
Chief Operations Officer  
Human Options, Inc.  
P.O. Box 53745  
Irvine, CA 92619

**SUBJECT:** Performance Assessment/Site Visit Report Findings  
**GRANT #:** DV090241192 & DR09011192  
**RECIPIENT NAME:** Human Options, Inc.

Dear Ms. Rios-Faust:

I want to thank you again for you and the staff at Human Options, Inc's time on May 3<sup>rd</sup> and 4<sup>th</sup>, 2010 when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) and Domestic Violence Recovery Act (DR) Program grant for your agency. Attached is your approved and signed Performance Assessment /Site Visit report as well as the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary to bring your program into compliance and a due date by which the corrective action must be completed and submitted to your Program Specialist at Cal EMA.

**Section A, Administrative Review, Question #3 - California Environmental Quality Act (CEQA)**

**Finding:** A current CEQA exemption letter was not on file at time of site visit.

**Citation:** Recipient Handbook Section 2153 requires all OES funded projects to certify compliance with CEQA....A copy of the CEQA compliance memo or other certification must be completed once during the project's grant award cycle. The original copy must be retained on file for review during site and monitoring visits by OES staff.

**Corrective Action:** The project must obtain a current CEQA exemption letter and submit a copy to your Cal EMA Program Specialist by (October 31, 2010 or sooner). For information on where to obtain a CEQA exemption letter please try contacting your City or County Planner's Office where the program's business office and shelter are located. Attached is a copy of a CEQA exemption letter with language that may be useful in aiding the aforementioned entity in composing this document. If you still have questions about this document please contact your Cal EMA Program Specialist for further assistance.

**Section A, Administrative Review, Question #4 – Proof of Authority**

**Finding:** The project did not have a written authorization/resolution on file at time of site visit.

**Citation:** Recipient Handbook, Section 1350 states that Cal EMA has incorporated Proof of Authority into the Certification of Assurance of Compliance, Section VI, titled "Proof of Authority from City Council/Governing Board". All Recipients, except for State Agencies, are required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact authorized to do so (e.g. a Resolution, pertinent Minutes, or a letter from the Board Chair). Recipients must maintain this written resolution on file and make it available upon demand.

**Corrective Action:** The project must provide a copy of their written authorization/resolution signed by the appointed governing board member to their Cal EMA Program Specialist by (October 4, 2010 or sooner).

**Section A, Administrative Review, Question #8 - Functional Time Sheets**

**Finding:** Not all timesheets reviewed by the Program Specialist were signed by staff and approved by the supervisor.

**Citation:** Recipient Handbook Section 11331, Functional Time Sheets, requires that all grant-funded personnel must maintain time cards/sheets that indicated, on a daily basis, the actual time worked on each Cal EMA project and account for all the time worked by the employee during the pay period. Time cards/sheets must be signed by the employee and their supervisor, [see Sample Functional Time Sheet (Cal EMA 2-313), for an example]. An allocation plan may be used to allocate salaries and benefits for individuals who work on more than one program or grant (see Section 2173).

**Corrective Action:** See Sample Functional Time Sheet (Cal EMA Form 2-313) for an example of a Functional Time Sheet. Please create a functional timesheet which includes a signature line for both employee and supervisor. Submit a copy of the timesheet for one employee and one volunteer which should include the requested information. Documentation that verifies the grant recipient is in compliance with this requirement must be submitted to Cal EMA by (October 4, 2010 or sooner). **Note: you should have two timesheets to provide, one per employee but for the month of September due to the tardiness of this letter.**

**Section C, Supplemental Programmatic Review, 40 Hour Training:**

**Finding:** This is not a finding at this time but an **administrative recommendation**.

**Citation:** At the time of the site visit the project did not have a current Training Summary/Training Syllabus which meets the requirements of Training Curriculum Resource and Development Guides.

**Corrective Action:** At the time of the site visit the Domestic Violence (DV) Section had no formal written policy to refer to on this issue. Per the Fiscal Year 2010/2011 Request for Application (RFA), each Cal EMA funded project with a DV grant will be required to submit a Training Summary/Training Syllabus with their RFA. A project will not be required to submit a Training Summary/Training Syllabus for prior fiscal years.

**EEO Checklist – B, Question #5, Publications**

**Finding:** The project did not have recruitment materials or publications that included a policy statement of nondiscrimination for participants, beneficiaries, applicants, or employees at the time of the site visit.

**Citation:** All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

**EEO Checklist – B, Question #9, Dissemination of the Equal Employee Opportunity Plan and the Equal Employment Opportunity Policy**

**Finding:** The project does not have a plan to disseminate the EEO plan and the EEO policy to all employees, volunteers, clients and to the general public.

**Citation:** All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

A copy of your Performance Assessment/Site Visit report, DR Addendum, and any other documentation that you were required to provide at the time of the site visit will be placed in your master file at Cal EMA Headquarters and DV09/10 office file. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Please review and sign the cover page of the Performance Assessment/Site Visit Report and return a copy of the cover page to me by **Monday, August 23rd or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the Performance Assessment/Site Visit Report, you can contact me during Cassandra Burgess-Alex's absence at 916.324.9222, or, via email at Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn  
Signing for Cassandra Burgess-Alex, M.A.  
Criminal Justice Specialist  
Domestic Violence Section

Enclosure(s)

Cc: Master File, Business Services Office, Cal EMA Headquarters  
DV09/10 Office File  
Lisa Abila, EEO Compliance Office, Cal EMA Headquarters